

Catalog Definitions Documentation

PeopleSoft Module: Purchasing

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
PO3	Course Name: Core Receiving	
	Course Short Name:	
	Course Description: This course is intended for Receivers and Inspectors who fulfill Purchase Orders and perform returns to vendors (RTV). The functionality of this course is within the Edison Purchasing module. The Receiver will be taught how to create, view, and manage RTV's and Receipts. Additionally, users will view supporting procurement information such as Purchase Order, Receipt, and Voucher information.	
	Intended Audience: Inspectors who inspect goods/materials received. Core purchase order receivers, who receive goods and services, create receipts, cancel receipts, inspect, and enter receiving details.	
	Course Duration: ½ Day	
	Prerequisites: ePro1	
	Delivery Method: Classroom	
	Course Objectives: By the end of this lesson you should be able to: 1. Creating Receipts <ul style="list-style-type: none"> Creating a non-Purchase Order Receipt Creating a Receipt with an Asset 2. Managing Receipts	

	<ul style="list-style-type: none">• Placing a Receipt line On Hold <p>3. Inspections</p> <ul style="list-style-type: none">• Inspecting Receipts <p>4. Processing RTVs</p> <ul style="list-style-type: none">• Entering and Shipping a RTV• Printing a RTV• Dispatching a RTV• Running the RTV Reconciliation Process <p>5. Viewing and Inquiring on RTVs</p> <ul style="list-style-type: none">• Reviewing RTV Details	
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